

FUND	110	DEPARTMENT	40	DIVISION	ACTIVITY
GENERAL		ADMINISTRATION		ALL	

DEPARTMENT OF ADMINISTRATION SUMMARY PAGE

<u>Account Classification</u>	<u>Actual 1979</u>	<u>Budget 1980</u>	<u>Budget 1981</u>
Personal Services	\$ 945,013	\$1,028,185	\$1,110,009
Contractual Services	264,789	350,259	360,061
Commodities	76,694	79,846	81,192
Capital Outlay	4,731	4,050	4,400
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TOTAL	\$1,291,227	\$1,462,340	\$1,555,662

<u>Division</u>	<u>Actual 1979</u>	<u>Budget 1980</u>	<u>Budget 1981</u>
Budget and Management	\$ 242,586	\$ 339,743	\$ 263,327
Controller's Office	510,188	491,449	637,753
Purchasing	237,477	290,883	284,644
Retirement and Insurance	55,210	63,373	72,502
Treasury	245,766	276,892	297,436
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TOTAL	\$1,291,227	\$1,462,340	\$1,555,662

FUND	110	DEPARTMENT	40	DIVISION	700	ACTIVITY	50000
GENERAL		ADMINISTRATION		BUDGET AND MANAGEMENT			

BUDGET COMMENTS

The 1981 approved budget of \$263,327 for the Budget and Management Division represents a decrease of \$76,416 or 22.5% below the 1980 budget of \$339,743.

Personal Services reflect a slight increase of \$961 or .4% above the 1980 level. The Internal Auditor position has been deleted in the 1981 budget; therefore, the small increase is due to merit salary increases and the salary improvement.

Contractual Services have decreased \$74,247 or 83.4% due to three main reasons: 1) dues for the City's membership in the League of Kansas Municipalities are now budgeted in the Non-Departmental section to reflect the benefits accruing to the entire City organization; 2) 1981 data processing charges have been reduced based on past usage; and 3) funds for the City's annual outside audit are now budgeted in the Controller's Division. Of the \$5,972 budgeted in Account 295, \$5,672 is for CDP charges and \$300 is for staff use of Motor Pool vehicles. The department head's car allowance, formerly budgeted in Account 295, is now budgeted in Account 230.

Commodities reflect a decrease of \$2,430 or 17.2% due to revised procedures for printing the annual Capital Improvement Program (CIP) and Organization Chart.

No Capital Outlay expenditures are budgeted in 1981.

ACCOUNT CLASSIFICATION		ACTUAL 1979	BUDGET 1980	BUDGET 1981
PERSONAL SERVICES				
110 Salaries & Wages		\$190,972	\$235,844	\$236,805
TOTAL PERSONAL SERVICES		\$190,972	\$235,844	\$236,805
CONTRACTUAL SERVICES				
210 Utilities		\$	\$	--
220 Communications		4,055	4,000	4,000
230 Transportation		3,854	2,500	4,050
240 Advertising		--	--	--
250 Insurance		--	--	--
260 Dues and Subscriptions		23,458	24,250	800
270 Professional Services		1,568	40,000	--
295 Other Contractual Services		8,630	18,319	5,972
TOTAL CONTRACTUAL SERVICES		\$ 41,565	\$ 89,069	\$ 14,822
COMMODITIES				
310 Office Supplies		\$ 8,640	\$ 13,750	\$ 11,250
320 Clothing and Linen		--	--	--
330 Food, Drugs & Chemicals		293	200	200
340 Opr. Supplies - Buildings & Improvements		--	--	--
350 Repair Parts - Buildings & Improvements		11	--	--
360 Operating Supplies - Equipment		--	--	--
370 Repair Parts - Equipment		241	180	250
390 Minor Apparatus and Tools		--	--	--
TOTAL COMMODITIES		\$ 9,185	\$ 14,130	\$ 11,700
CAPITAL OUTLAY				

FUND	110	DEPARTMENT	40	DIVISION	700	ACTIVITY	50000
GENERAL		ADMINISTRATION		BUDGET AND MANAGEMENT			
WORK PROGRAM							
The Budget and Management Division supervises the development and administration of the annual operating budget. This division also advises the City Manager and Director of Administration on budget and associated financial matters.							
The major activity of this division is developing the budget between Feburary and August. This includes responsibility for developing all preliminary information for both governing body and City staff; for instructing all divisions and departments as to necessary and appropriate budgetary procedures; considering and reviewing all budget proposals; implementing all revisions directed by the governing body; and publishing the adopted budget document.							
The Budget Office also has responsibility for researching problems, procedures and projects, and for recommending appropriate responses to decision makers. Research may be initiated by the division itself or may be initiated by the City Manager, the Director of Administration, operating departments or by the governing body.							
Other duties of this division include the daily administration of the operating, CIP and revenue sharing budgets, which entails reviewing personnel requisitions, capital outlay requests, budget transfers and financial studies for conformance to City policies. The Budget Office prepares the City organization charts and is responsible for the forms control program.							
POSITION TITLE	EMPLOYEES			1981 EMPLOYMENT RANGE	BUDGET	BUDGET	
	BUDGET 1979	BUDGET 1980	BUDGET 1981		1980	1981	
<u>Office of the Director</u>							
Director of Administration	1	1	1	639	\$ 39,562	\$ 43,518	
Internal Auditor	0	1	0	--	22,128	--	
Administrative Secretary	<u>1</u>	<u>1</u>	<u>1</u>	620/21	<u>13,990</u>	<u>16,018</u>	
Sub-Total							
Director's Office	2	3	2		\$ 75,680	\$ 59,536	
<u>Budget and Management Division</u>							
Research and Budget Officer	1	1	1	635	\$ 31,626	\$ 34,861	
Administrative Analyst	3	3	3	629	62,675	68,524	
Budget Analyst II	3	3	3	626	51,468	57,774	
Secretary	<u>1</u>	<u>1</u>	<u>1</u>	618/19	<u>12,691</u>	<u>14,494</u>	
Sub-Total - Budget and Management Division	8	8	8		\$158,460	\$175,653	
Add: Longevity					<u>1,704</u>	<u>1,616</u>	
TOTAL					\$235,844	\$236,805	
Full-Time Equivalent	10	11	10				
First Quarter						\$ 62,916	
Second Quarter						54,499	
Third Quarter						64,306	
Fourth Quarter						<u>55,084</u>	
TOTAL						\$236,805	

FUND	110 DEPARTMENT	40 DIVISION	660 ACTIVITY	50000
GENERAL	ADMINISTRATION	CONTROLLER		

BUDGET COMMENTS

The 1981 adopted budget for the Controller of \$637,753 represents an increase of \$146,304 or 29.8% above the 1980 budget of \$491,449.

Personal Services reflect an increase of \$42,321 or 12.8% due to merit salary increases, the salary improvement, and reclassifications. The 1981 budget shows the addition of one Accountant III and the deletion of one Accountant I and one Typist Clerk for a net reduction of one position.

Contractual Services show a substantial increase of \$104,283 due primarily to three factors: 1) the transfer of budgeted expenditures for the City's annual outside audit (\$40,000) from the Budget and Management Division's budget to Account 270 of this budget; 2) a major increase in projected data processing charges based on past usage (Account 295); and 3) lease/purchase payments and maintenance charges on recently acquired information processing equipment (Account 295). The \$198,568 budgeted in Account 295 includes \$192,068 for CDP charges and \$6,500 for information processing costs.

Commodities reflect a slight \$250 or 1.7% decrease below the 1980 budget. The acquisition of the information processing equipment will allow economies to be made in the publication of the City's Annual Financial Report.

\$450 in Capital Outlay expenditures are budgeted in Account 440 to allow the replacement of three printing calculators.

ACCOUNT CLASSIFICATION		ACTUAL 1979	BUDGET 1980	BUDGET 1981
PERSONAL SERVICES				
110 Salaries & Wages		\$337,898	\$330,909	\$373,230
TOTAL PERSONAL SERVICES		\$337,898	\$330,909	\$373,230
CONTRACTUAL SERVICES				
210 Utilities		\$	\$	\$
220 Communications		3,293	3,300	4,500
230 Transportation		1,591	1,000	650
240 Advertising		3,258	6,000	4,500
250 Insurance		25	--	--
260 Dues and Subscriptions		1,519	1,100	1,305
270 Professional Services		42,400	--	40,000
295 Other Contractual Services		99,144	133,840	198,568
TOTAL CONTRACTUAL SERVICES		\$151,230	\$145,240	\$249,523
COMMODITIES				
310 Office Supplies		\$ 18,741	\$ 14,000	\$ 13,750
320 Clothing and Linen		--	--	--
330 Food, Drugs & Chemicals		--	--	--
340 Opr. Supplies - Buildings & Improvements		--	--	--
350 Repair Parts - Buildings & Improvements		--	--	--
360 Operating Supplies - Equipment		--	--	--
370 Repair Parts - Equipment		269	800	800
390 Minor Apparatus and Tools		5	--	--
TOTAL COMMODITIES		\$ 19,015	\$ 14,800	\$ 14,550
CAPITAL OUTLAY				

FUND GENERAL	110	DEPARTMENT ADMINISTRATION	40	DIVISION CONTROLLER	660	ACTIVITY 50000
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WORK PROGRAM

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Administration and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials.

This division's goal is the continued improvement of accounting systems and financial information, so that internal control against waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operations.

POSITION TITLE	EMPLOYEES			1981 EMPLOYMENT RANGE	BUDGET 1980	BUDGET 1981
	BUDGET 1979	BUDGET 1980	BUDGET 1981			
Controller	1	1	1	635	\$ 31,626	\$ 34,861
Senior Accountant	1	1	1	629	22,128	24,341
Internal Auditor	2	0	0	--	--	--
Accountant III	1	1	2	628	17,707	43,642
Accountant II	6	6	6	626	99,789	113,851
Accountant I	2	2	1	623	29,390	17,869
Account Clerk III	1	1	1	621	14,072	16,168
Account Clerk II	4	4	4	619	48,411	53,118
Secretary	1	1	1	618/19	11,838	13,684
Account Clerk I	1	1	1	617	10,546	10,946
Data Control Clerk	0	0	1	617	--	13,960
Data Entry Operator I	0	1	0	--	11,536	--
Clerk II	1	1	1	615	11,007	10,006
Bookkeeping Machine Operator	1	0	0	--	--	--
Typist Clerk	2	2	1	614	19,825	17,078
Sub-Total	24	22	21		\$327,875	\$369,524
Add: Longevity					3,034	3,706
TOTAL					\$330,909	\$373,230
Full-Time Equivalent	24	22	21			
First Quarter						\$101,032
Second Quarter						87,282
Third Quarter						99,454
Fourth Quarter						85,462
TOTAL						\$373,230

FUND	110	DEPARTMENT	40	DIVISION	900	ACTIVITY	50000
GENERAL		ADMINISTRATION		PURCHASING			

BUDGET COMMENTS

The 1981 adopted budget of \$284,644 for the Purchasing Division reflects a decrease of \$6,239 or 2.1% below the 1980 budget of \$290,883.

Personal Services reflect an increase of \$12,958 or 7.3% due to merit salary increases, the 10% salary improvement, and three personnel reclassifications during 1980. The budget shows a net reduction of one position (Clerk II), formerly charged by payroll distribution to Stationery Stores but now budgeted in the Stores account. Another change in 1981 is the payroll distribution of one-half (%) salary costs of the Administrative Aide position to Stationery Stores.

Contractual Services show a substantial decrease of \$20,797 or 22.6%, attributable to the major reduction in Central Data Processing (CDP) charges budgeted in Account 295. Account 295 includes \$62,063 for CDP charges, \$200 for motor pool rental, and \$2,530 for Mag-card typewriter lease payments.

Commodities reflect a \$1,600 or 9.3% increase over the 1980 budget of \$17,275 primarily due to projected increases in postage, printing, and office supplies.

\$850 is budgeted for a replacement typewriter and \$2,000 for the purchase of new or the repair of existing equipment in the City Hall Cafeteria.

ACCOUNT CLASSIFICATION	ACTUAL 1979	BUDGET 1980	BUDGET 1981
PERSONAL SERVICES			
110 Salaries & Wages	\$164,150	\$178,568	\$191,526
TOTAL PERSONAL SERVICES	\$164,150	\$178,568	\$191,526
CONTRACTUAL SERVICES			
210 Utilities	\$ 4,173	\$ 4,600	\$ 5,800
220 Communications	618	650	400
230 Transportation	4	100	50
240 Advertising	--	20	--
250 Insurance	--	350	350
260 Dues and Subscriptions	348	--	--
270 Professional Services	5,777	--	--
295 Other Contractual Services	42,821	86,470	64,793
TOTAL CONTRACTUAL SERVICES	\$ 53,741	\$ 92,190	\$ 71,393
COMMODITIES			
310 Office Supplies	\$ 17,182	\$ 16,500	\$ 18,000
320 Clothing and Linen	--	--	--
330 Food, Drugs & Chemicals	141	150	150
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	--	--	--
360 Operating Supplies - Equipment	--	--	--
370 Repair Parts - Equipment	682	600	700
390 Minor Apparatus and Tools	--	25	25
TOTAL COMMODITIES	\$ 18,005	\$ 17,275	\$ 18,875
CAPITAL OUTLAY			

FUND	110	DEPARTMENT	40	DIVISION	900	ACTIVITY	50000
GENERAL		ADMINISTRATION		PURCHASING			

WORK PROGRAM

This division acts as the centralized purchasing office for the City as well as various boards and agencies. Such centralization allows for the highest quality merchandise, includes regular discussions with salespersons, processing of purchase orders and requisitions, and taking and analyzing bids. An additional function of this division is the disposal of all surplus and condemned City property and sale of State right-of-way property.

The Purchasing Division also operates the Stationery Stores and Duplicating service, which are self-sustaining. This function provides all departments with duplicating services and office supplies and acts as a clearing account for switchboard and postage charges, office machine maintenance contracts, legal advertising, and City vehicle license plates.

This division also handles insurance programs for Vehicular Liability and Building and Contents Insurance.

POSITION TITLE	EMPLOYEES			1981 EMPLOYMENT RANGE	BUDGET 1980	BUDGET 1981
	BUDGET 1979	BUDGET 1980	BUDGET 1981			
Purchasing Manager	1	1	1	635	\$ 29,070	\$ 33,424
Assistant Purchasing Manager	1	1	1	629	22,128	24,341
Senior Buyer	0	0	1	627	--	21,928
Buyer	3	3	2	626	54,378	41,646
Administrative Aide III	1	1	1	625	17,982	14,993
Administrative Aide II	1	0	0	--	--	--
Secretary	1	1	1	618/19	11,149	13,558
Account Clerk I	1	1	1	617	11,536	11,199
Data Control Clerk	0	0	2	617	--	25,076
Clerk II	4	4	1	615	39,705	10,409
Sub-Total	13	12	11		\$185,948	\$196,574
Add: Longevity					2,196	2,449
Less: Amount charged to Stationery Stores					(9,576)	(7,497)
TOTAL					\$178,568	\$191,526
Full-Time Equivalent	13	12	11			
First Quarter						\$ 51,187
Second Quarter						43,871
Third Quarter						51,861
Fourth Quarter						44,607
TOTAL						\$191,526

FUND	110 DEPARTMENT	40 DIVISION	940 ACTIVITY
GENERAL	ADMINISTRATION	RETIREMENT & INSURANCE	50000
BUDGET COMMENTS			
<p>The 1981 approved budget of \$72,502 for the Retirement and Insurance Division represents an increase of \$9,129 or 14.4% above the 1980 adopted budget of \$63,373.</p> <p>The Personal Services account reflects an increase of \$7,080 or 13.6% above the 1980 budget. This increase includes funds for merit salary increases, the 10% salary improvement, and longevity pay increases. Total positions remain at the 1980 level of three full-time employees.</p> <p>Contractual Services show a decrease of \$1,797 or 27.8% primarily due to a reduction in the amount (\$2,993) budgeted in Account 295 for Central Data Processing (CDP) charges.</p> <p>Commodities reflect an increase of \$2,746 or 55.7% due to projected major increases in postage and office supplies in addition to the printing of revised editions of retirement manuals for distribution to all members.</p> <p>Budgeted Capital Outlay includes the replacement of one typewriter (\$850) and one additional file cabinet (\$250).</p> <p>Funding of this budget is generated from the following sources: General Fund - 25% (18,126); Wichita Employees Retirement Fund - 37.5% (\$27,188); and the Police and Fire Pension Fund - 37.5% (\$27,188).</p>			
ACCOUNT CLASSIFICATION			
PERSONAL SERVICES			
110 Salaries & Wages			
TOTAL PERSONAL SERVICES		ACTUAL 1979	BUDGET 1980
		\$46,633	\$51,971
CONTRACTUAL SERVICES		\$46,633	\$51,971
			\$59,051
CONTRACTUAL SERVICES			
210 Utilities		\$ --	\$ --
220 Communications		894	796
230 Transportation		545	800
240 Advertising		--	--
250 Insurance		--	--
260 Dues and Subscriptions		95	80
270 Professional Services		--	--
295 Other Contractual Services		1,219	4,794
TOTAL CONTRACTUAL SERVICES		\$ 2,753	\$ 6,470
			\$ 4,673
COMMODITIES			
310 Office Supplies		\$ 5,523	\$ 4,932
320 Clothing and Linen		--	--
330 Food, Drugs & Chemicals		9	--
340 Opr. Supplies - Buildings & Improvements		--	--
350 Repair Parts - Buildings & Improvements		--	--
360 Operating Supplies - Equipment		--	--
370 Repair Parts - Equipment		209	--
390 Minor Apparatus and Tools		--	--
TOTAL COMMODITIES		\$ 5,741	\$ 4,932
			\$ 7,678
CAPITAL OUTLAY			
TOTAL COMMODITIES		\$ 5,741	\$ 4,932
			\$ 7,678

FUND GENERAL	110	DEPARTMENT ADMINISTRATION	40	DIVISION RETIREMENT & INSURANCE	940	ACTIVITY	50000
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WORK PROGRAM

This division is responsible for the overall coordination and direction of the City retirement systems, insurance programs, and Deferred Compensation Plan of City government and employees.

The division acts as the administrative arm for four boards--the Wichita Employees' Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board--which establish policy and programs. The Retirement and Insurance Director also serves as a voting member on the Management Board of the Deferred Compensation Plan.

The two insurance programs included as the responsibility of this division are:

1. Employees' Group Life Insurance Plan
2. Employees' Group Health Insurance Plan

POSITION TITLE	EMPLOYEES			1981 EMPLOYMENT RANGE	BUDGET 1980	BUDGET 1981
	BUDGET 1979	BUDGET 1980	BUDGET 1981			
Retirement & Insurance Director	1	1	1	633	\$26,060	\$29,954
Administrative Aide I	1	1	1	620	13,990	15,389
Secretary	1	1	1	618/19	11,190	12,927
	—	—	—			
Sub-Total	3	3	3		\$51,240	\$58,270
Add: Longevity					731	781
TOTAL					\$51,971	\$59,051
Full-Time Equivalent	3	3	3			
First Quarter						\$15,745
Second Quarter						13,464
Third Quarter						16,034
Fourth Quarter						13,808
TOTAL						\$59,051

FUND	110	DEPARTMENT	40	DIVISION	980	ACTIVITY	50000
GENERAL		ADMINISTRATION		TREASURY			
BUDGET COMMENTS							
<p>The 1981 approved budget of \$297,436 for the Treasury Division represents an increase of \$20,544 or 7.4% above the 1980 annual budget of \$276,892.</p> <p>Personal Services reflect an increase of \$18,504 or 8.0% above the 1980 budget. Costs of the merit salary increases, the 10% salary improvement, and longevity pay increases are in part offset by the deletion of one full-time Teller position.</p> <p>Contractual Services reflect an increase of \$2,360 or 13.6%. Major increases are budgeted in the Communications (220) and Other Contractual Services (295) accounts. Account 295 includes \$3,060 for assigned car expenses, \$1,644 for unassigned motor pool expenses, \$5,715 for armored car service to water substations, and \$3,833 for Central Data Processing (CDP) charges.</p> <p>Commodities show a slight \$320 or 1.1% decrease below the 1980 budget due to reductions in the Equipment Repair account (370).</p> <p>As in 1980, no Capital Outlay is budgeted for the Treasury Division in 1981.</p>							
ACCOUNT CLASSIFICATION				ACTUAL 1979	BUDGET 1980	BUDGET 1981	
PERSONAL SERVICES							
110 Salaries & Wages				\$205,360	\$230,893	\$249,397	
TOTAL PERSONAL SERVICES				\$205,360	\$230,893	\$249,397	
CONTRACTUAL SERVICES							
210 Utilities				\$	\$	\$	
220 Communications				2,497	2,525	3,460	
230 Transportation				2,112	1,414	550	
240 Advertising				--	--	--	
250 Insurance				1,019	2,210	1,223	
260 Dues and Subscriptions				131	165	165	
270 Professional Services				50	--	--	
295 Other Contractual Services				9,691	10,976	14,252	
TOTAL CONTRACTUAL SERVICES				\$ 15,500	\$ 17,290	\$ 19,650	
COMMODITIES							
310 Office Supplies				\$ 23,294	\$ 26,637	\$ 26,918	
320 Clothing and Linen				--	150	150	
330 Food, Drugs & Chemicals				--	--	--	
340 Opr. Supplies - Buildings & Improvements				--	--	--	
350 Repair Parts - Buildings & Improvements				66	--	--	
360 Operating Supplies - Equipment				36	--	--	
370 Repair Parts - Equipment				1,212	1,922	1,321	
390 Minor Apparatus and Tools				37	--	--	
395 Other Commodities				9	--	--	
TOTAL COMMODITIES				\$ 24,748	\$ 28,709	\$ 28,389	
CAPITAL OUTLAY							

FUND	110	DEPARTMENT	40	DIVISION	980	ACTIVITY	50000
GENERAL		ADMINISTRATION		TREASURY			
WORK PROGRAM							
The Treasury Division is responsible for the collection and distribution of all the City's revenue. Within this activity the City Treasurer is responsible for maintaining projections of cash balance, supervising all cash disbursements, maintaining cash position, administering investment of all funds including idle funds, developing collection procedures and systems, administering and supervising the licensing program and administering bond and note sales and debt management.							
The Treasury Office administers these functions through five sections: Collection, Records, Licensing, Investments, and Bonds. The Collection section receives and processes all payments made to the City, including the collection of all parking meter monies. The Records section is responsible for the detailed work involved for bank deposits, daily cash reports, and reconciliations. The License section is responsible for license records and providing regulatory field license inspections. The Investment section is responsible for keeping records pertaining to the number of investments, dollar amount invested and the return on all investments. The Bond section is responsible for maintaining current information on bond records relative to the City's debt status as well as making bond payments to the fiscal agents.							
POSITION TITLE	EMPLOYEES			1981 EMPLOYMENT RANGE	BUDGET	BUDGET	
	BUDGET 1979	BUDGET 1980	BUDGET 1981		1980	1981	
City Treasurer	1	1	1	633	\$ 28,335	\$ 31,232	
Deputy City Treasurer	1	1	1	629	22,128	24,341	
Administrative Aide III	1	1	1	625	17,982	19,780	
Accountant I	1	1	1	623	14,017	16,231	
Account Clerk II	1	1	2	619	11,454	26,143	
Cashier II	1	1	1	619	13,249	14,654	
Secretary	1	1	0	--	12,143	--	
Account Clerk I	3	3	3	617	36,291	37,560	
Parking Meter Coin Collector	2	2	2	617	22,387	24,486	
Teller	4	3	2	615	31,428	24,214	
Clerk II	1	1	1	615	9,082	10,444	
Teller (P.T. - 50%)	2	2	3	615	9,532	16,963	
Sub-Total	19	18	18		\$228,028	\$246,048	
Add: Longevity					2,865	3,349	
TOTAL					\$230,893	\$249,397	
Full-Time Equivalent	18	17	16.5				
First Quarter						\$ 66,841	
Second Quarter						57,433	
Third Quarter						67,263	
Fourth Quarter						57,860	
TOTAL						\$249,397	

